WYLD TECHNOTES: JavaClient / Cataloging / 2009

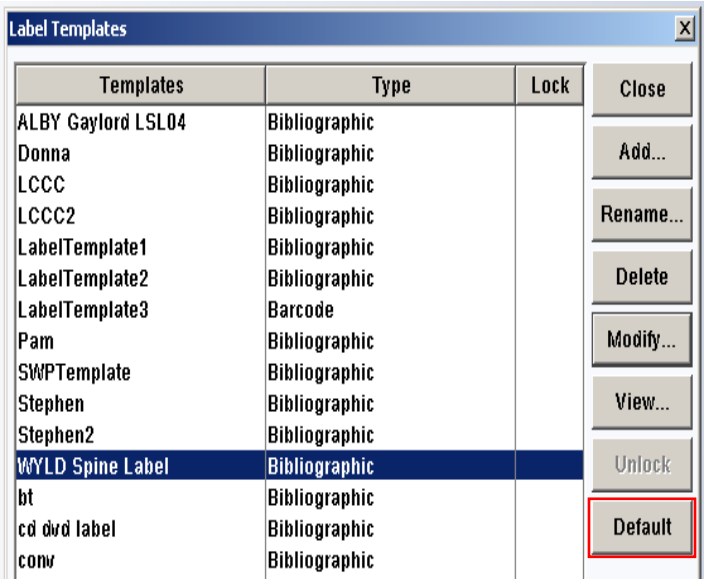
Printing Individual Labels for Specific Items in Java Workflows

Instructions for printing individual labels for specific items.

A Label Template must have been created first in the Label Designer. Refer to the Label Designer Technote for instructions on creating a label template.

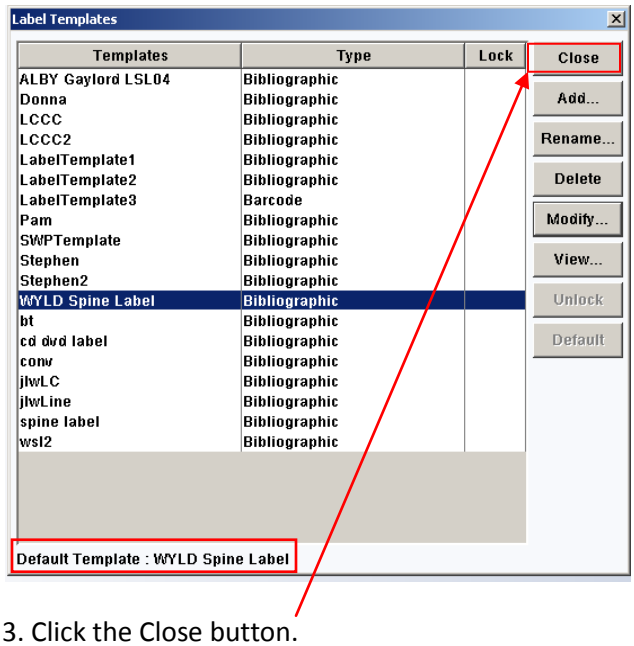
1.Click on the Label Designer wizard under Common Tasks in the Cataloging Toolbar.

To print individual labels for specific items, the appropriate default label must be selected.

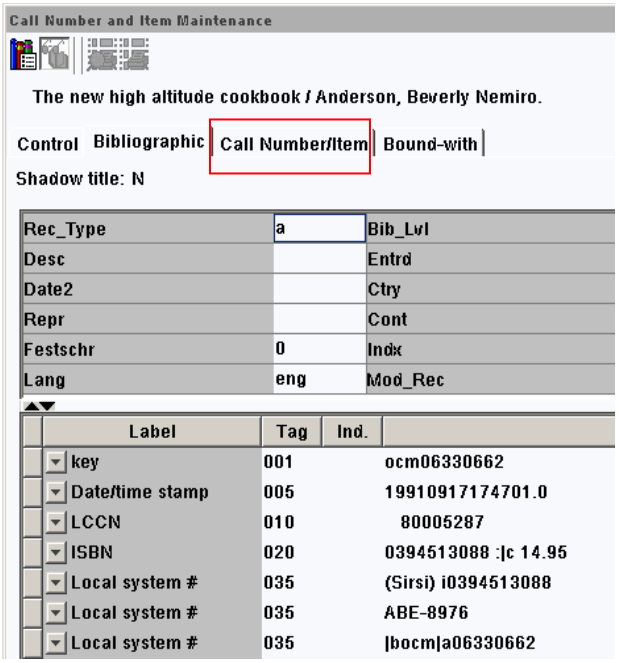


2. Highlight the appropriate label template and click on the Default button.

The Default label will display at the bottom of the Label Templates box.

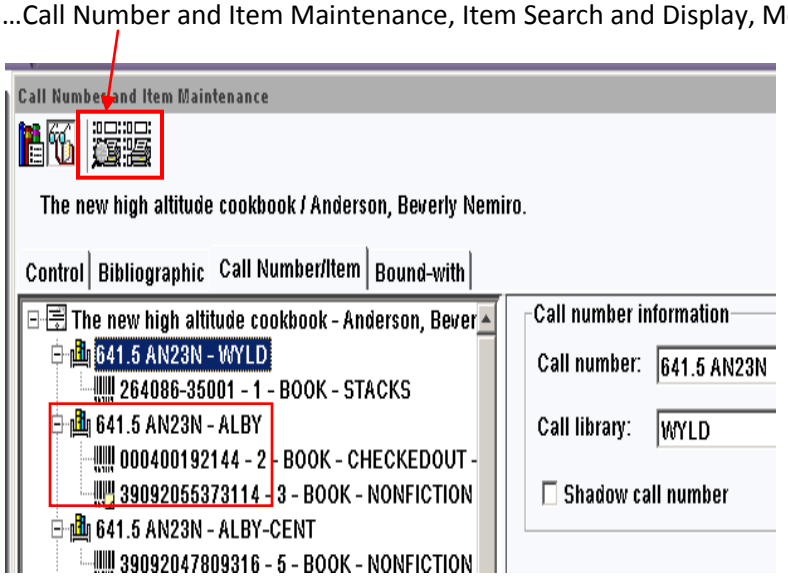


3. Click the Close button.



4. Retrieve a bibliographic record and click on the Call Number/Item tab to select the correct call number or barcode.

The Print Label for Selected Item Helpers are accessible in most of the wizards of the Cataloging Toolbar. …Call Number and Item Maintenance, Item Search and Display, Modify Title, Add Item, Edit Item, etc.

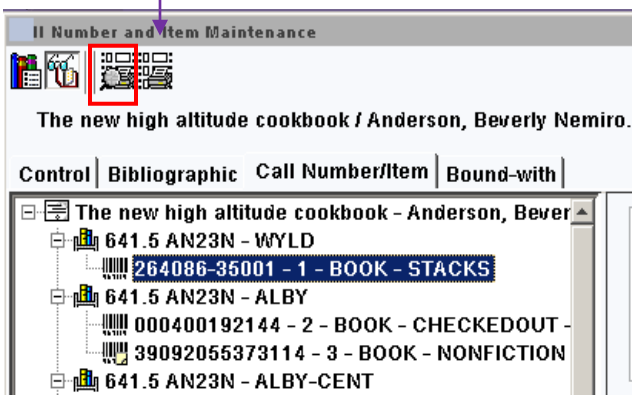


5. Highlight the call number/item to be printed as shown above with the WYLD call number.

Note: If there is more than one barcoded item under a call number as shown above, selecting the Call Number instead of the Barcode will result in the printing of two labels…one for each copy associated with the call number.

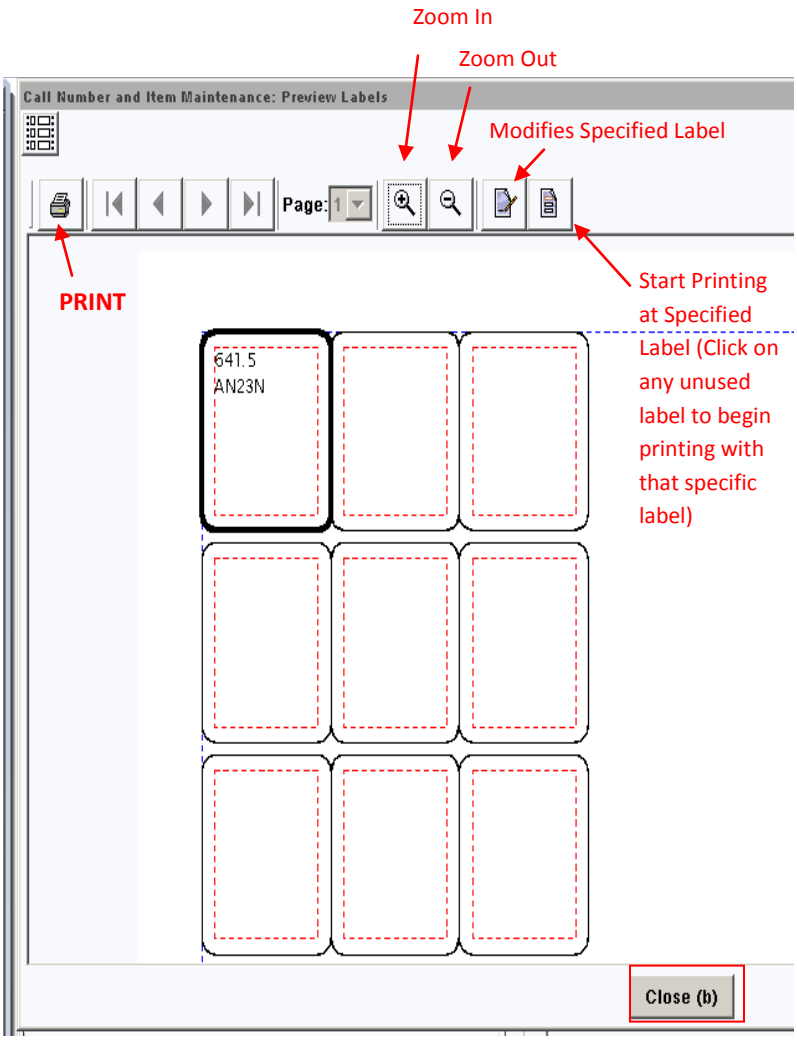
6. Click on the first print helper labeled **Select an Item to Print Preview.**

Note: Selecting the second print helper results in the automatic printing of the label(s) specified. With this helper there is no opportunity for review or modification of the specified label before printing.



The displayed label(s) can be manipulated before printing by selecting the Sub-helpers featured here.

The zoom features can be clicked multiple times.

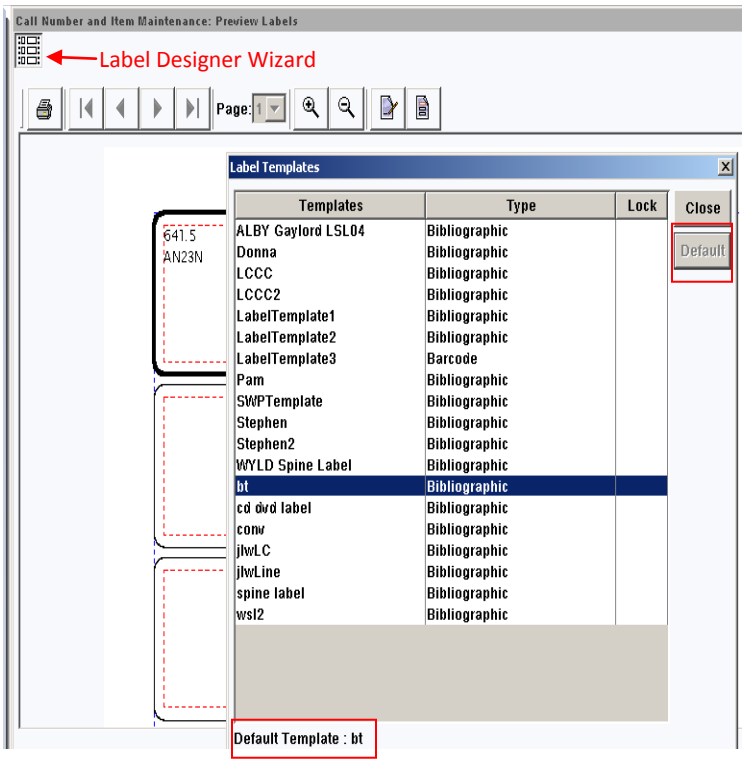


7. To print the label(s), click the **Print** Sub-helper.

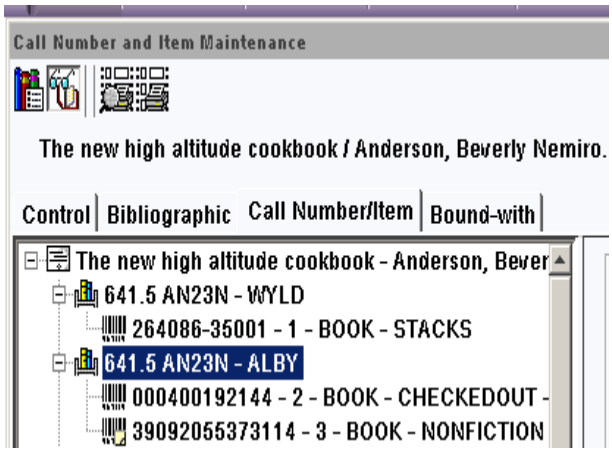
8. Click the Close button when finished.

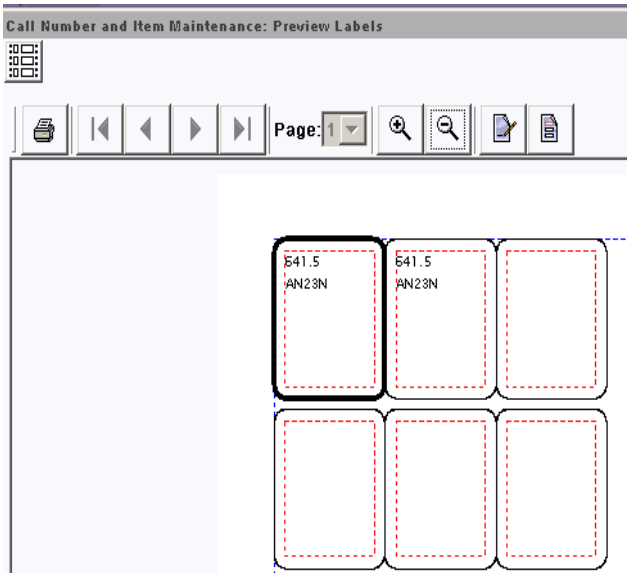
Clicking on the Label Designer wizard on the screen below results in the display of the Label Templates window. This enables you to select a different template as the new label default if desired.

Highlight the new label. Click the Default button to save the selection (Default button will gray out after the selection is made.) The new Default Template will display at the bottom of the window.

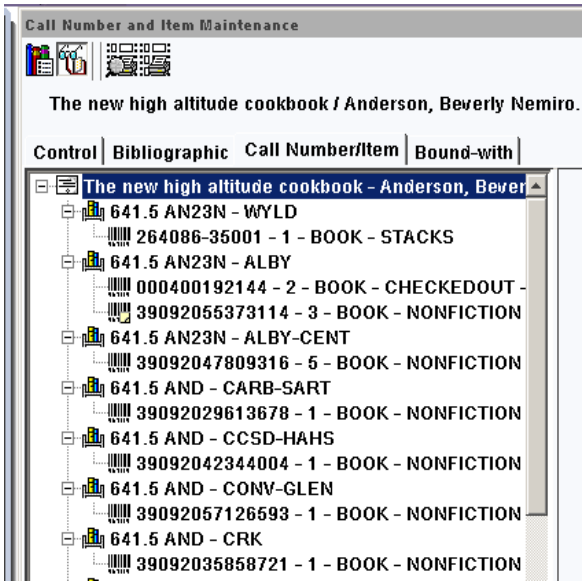
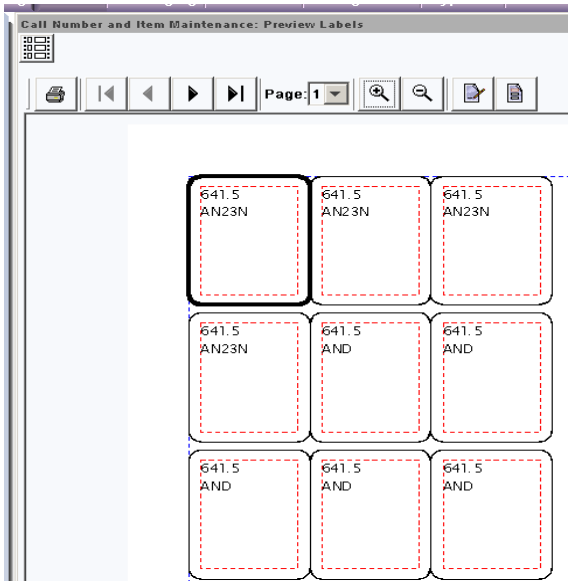


Selecting a **call number with more than one copy**, as demonstrated below, results in the creation of two item labels; one for each of the barcoded items associated with that call number.





Selecting the **title**, as shown below, instead of a call number or a barcode results in the printing of labels for **all** call numbers/items associated with the bibliographic record.



If the **Title** is highlighted, choosing to print labels without previewing them first (the second Print Helper), will result in the **automatic** creation of a label for all the barcodes/items displayed here, including all the barcodes belonging to other libraries.